



# GRANT ADMINISTRATION

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## **I. POLICY**

In general, the Field Enforcement Division has limited involvement with the administration and control of grants. However, grant funds do occasionally become available, usually involving issues related to law enforcement. The Administration and Finance Division maintains primary control over the tenure and conditions of all grants. The FED is governed by the following guidelines, in conjunction with the requirements set forth by the Administration and Finance Division.

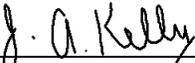
## **II. ADMINISTRATIVE RESPONSIBILITIES**

1. The Deputy Director is responsible to oversee and ensure compliance with the terms and conditions of each grant received.
2. All grant applications will be prepared and processed in conjunction with the guidelines of the Administration and Finance Division.
3. The Deputy Director or designee will prepare and submit all required data relative to the terms of the grant and will ensure that eligibility requirements are met and pre-approvals are established.
4. The Deputy Director will, along with guidelines set up by the Administration and Finance Division, ensure that general grant requirements are met per the terms and conditions determined by the U.S. Office of Management and Budget or other granting authority.

## **III. GRANT AGREEMENTS**

The FED generally does not enter into any grant agreements for which indirect costs are generated, or any expenditures are required.

- IV. CANCELLATION:** This revision replaces Chapter 18 originally issued on March 10, 2008.

  
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Jeffrey A. Kelly, Director